

Chief, Management Staff

15 November 1956

Chief, SAM Staff (JED/A Area)

Work Report for Period 8 November 1956 Through 14 November 1956

1. Accomplishment

- a. MS 6-48, SA, Reorganization of Support Branch, SSD. [REDACTED] 25X1A9a
- b. MS 6-44, Study of Agency Overtime Practices. [REDACTED], 25X1A9a
25X1A9a [REDACTED]
- c. Inspection made of Commuter installation in [REDACTED], 25X1A6a
with members of MS and the Building Staff. [REDACTED] 25X1A9a

2. Assignments (Active)

Target Date

- a. MS 5-18, Compt., Study of Technical Accounting Staff. [REDACTED] 1 December 1956
25X1A9a
- b. MS 5-17, Compt., Study of Program Analysis Staff. [REDACTED] 1 December 1956
25X1A9a
- c. MS 5-38, T/O System Analysis, Manpower Control. [REDACTED] 1 December 1956
25X1A9a
- d. MS 6-28, CE, Follow-up on MS Administrative Survey of Correspondence and Records Branch. [REDACTED] 15 December 1956 25X1A9a
- e. MS 6-47, Compt., Study of Use of EV Funds to Pay Agency Employees, [REDACTED]. [REDACTED] 23 November 1956 25X1A9a
25X1A6a
- f. MS 6-49, OTH, Study of OTR Language and Area Instruction. [REDACTED] 1 December 1956
25X1A9a
- g. MS 6-51, OTH, Follow-up on MS Study of Feasibility of Transferring OTR Library to OTR and Establishment of Communism Library. [REDACTED] 1 December 1956 25X1A9a
- h. MS 6-66, Compt., Music System Proposed for Payroll Branch. [REDACTED] 15 January 1957
25X1A9a
- i. MS 6-67, Mechanism for Reporting and Control of Personnel (Hq. and Field) and for the Maintenance of Firm Controls of Hq. Ceiling. [REDACTED] 15 December 1956 25X1A9a

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3. Assignments (Inactive)

a. PB 5-1, Compt., Study of the Comptroller Organization. 1 January 1957

25X1A9a

b. PB 5-1D, Compt., Study of the Budget Division. 15 December 1956

25X1A9a

c. PB 6-47, Compt., Study of Use of UV Funds to Pay Agency Employees, Components other than OTR. 15 January 1957

25X1A9a

4. Training

a. 16 Hours - Office Management Conference, University of Maryland.

25X1A9a

b. 4 Hours - Reading Improvement Course. 25X1A9a

c. 4 Hours - Conference Leadership Course. 25X1A9a

d. 4 Hours - Supervised assistance to an experienced examiner. 25X1A9a

25X1A9a

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